MontCAS:
Montana Comprehensive Assessment System, Phases 1 and 2 Test Coordinator Training

Statewide Training

February 2004

Office of Public Instruction, Linda McCulloch, Superintendent

2004 Montana Comprehensive Assessment System (MontCAS)

Phase 1

¬ Norm-referenced test—the Iowas

¬ Calculator use by IEP only

¬ Grades 4, 8, 11

¬ Reading, language arts, math, social studies, science

¬ Multiple choice

¬ Timed test

¬ March 8 – 26, 2004

¬ Alternate assessment scales

¬ Funded by the state

Phase 2

¬ Criterion-referenced test

¬ Calculator use for all students on portions of the test

¬ Grades 4, 8, 10

¬ Reading and math

¬ Multiple choice, math short answer and constructed response

¬ Untimed test

¬ March 29-April 16, 2004

¬ Evidence based alternate

¬ Funded by NCLB

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MontCAS:

Montana Comprehensive Assessment System, Phase 1, Year 4 Test Coordinator Training

Statewide Training

February 2004

Office of Public Instruction, Linda McCulloch, Superintendent

2004 Agenda, MontCAS Phase 1

- Materials and Contact Information
- From the Montana Guide for Test Coordinators
  - Important dates (p. 2)
  - Time requirements for tests (p. 4)
  - Whom to test (p. 5)
  - Options for Testing (pp. 6-7)
  - Accommodations (p. 8)
  - Calculators (p. 9)
  - General Procedures (pp. 10-20)
    - Checklists (p. 21)
  - Coding (pp. 22-28)
  - Sample Demographic Page
- Alternate Assessment—Training on February 13

Standard Administration = Accurate + Reliable Data

Online Materials, Phase 1

http://www.opi.state.mt.us/assessment/index.html

NEW

- " 2004 Montana Guide for Test Coordinators and Administrators"

- 2004 Training Power Point

- Other materials
  - Test Security
  - Memo on Free/Reduced Lunch

Materials From Riverside

- Directions for Administration
  - Levels 9-14
    - Grade 4 = level 10
    - Grade 8 = level 14
  - Levels 15 – 17/18
    - Grade 11 = level 17/18
- Student Test Booklets, Grades 4, 8, and 11
- Student Answer Documents, Grades 4, 8, and 11
- Grade 4 Practice Tests and Directions
- Large-Print and Braille Booklets

OPI Contacts

- Judy Snow, Assessment
  - 406-444-3656; jsnow@state.mt.us
- Bob Runkel Special Education
  - 406-444-4429; brunkel@state.mt.us
- BJ Granbery, Title I
  - 406-444-4420; bjgranbery@state.mt.us
- Lynn Hinch, ELL
  - 406-444-3482; lhinch@state.mt.us
- Angela Branz-Spall, Migrant Education
  - 406-444-2423; angelab@state.mt.us
- Raelen Williard, OPI Resource Center
  - 406-444-2028; rwilliard@state.mt.us

Riverside Contacts

- Information on Materials
  - Kayla Whittet
    - 800-767-8420x6384
    - kayla_whittet_hmco.com
  - David Connell
    - 800-323-9540x6059
    - david_connell@hmco.com

- Riverside Products and Services
  - Todd Hausman
    - 800-323-9540x7713
    - Todd_hausman@hmco.com

Important Dates - 2004

Feb. 9-11	Pretest packages mailed to system test coordinators
Feb. 12-13	Test administration training
Feb. 17-23	New answer documents, grade 4 practice test materials, and 2004 Montana Guides mailed to system test coordinators
Feb. 24 - March 5	Systems provide local test administration training Systems inventory and distribute testing materials
March 3-5	Grade 4 practice tests (optional)
March 8 – 26	Testing window
April 5	**Last day to return answer documents to Riverside, April 5, 2004**

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Time Requirements - 2004

Subject	Grade 4	Grade 8	Grade 11
Reading	70 minutes	70 minutes	55 minutes
Language Arts	66 minutes	66 minutes	50 minutes
Mathematics	75 minutes	75 minutes	55 minutes
Social Studies	30 minutes	30 minutes	40 minutes
Science	30 minutes	30 minutes	40 minutes
Sources of Information	55 minutes	55 minutes	20 minutes
Total Time	5 hours, 26 minutes	5 hours, 26 minutes	4 hours, 20 minutes

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Scheduling - 2004

- Multi grade administration

- The Iowa Tests Directions for Administration
  - Illustrative Schedules

Whom to Test - 2004

- All students in accredited Montana schools in grades 4, 8, and 11. Includes:
  - Students identified as having disabilities including students with 504 plans
  - Students identified as having Limited English Proficiency
  - Part-time students—in system 180 hours or more for the school year and not yet 19

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Options for Participation - 2004

- No accommodation
- Standard accommodations (page 8 of the *Guide)*
- Non-standard accommodations
- Non-standard accommodations and alternate assessment
- Alternate assessment

Guide pp 6-7

Accommodations - 2004

- The special education teacher will have the information and should make arrangements with the classroom test administrator prior to testing .

- Accommodations are determined on an individual basis by current IEPs for special education and 504 students and by the instructional team for LEP students.

Standard Accommodations - 2004

- Accommodations found to have no impact on test validity identified as "standard" by Riverside Publishing

- Standard accommodations identified and defined in MT Guide for Test Coordinators and Administrators

- Program(s) section of test answer document completed

- Calculator use specified in IEP's or 504 Plans for Problem Solving or Concepts

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Nonstandard Accommodations -2004

- Anything not identified as standard is nonstandard. Examples, IEP's or 504's
  - Requiring calculator for computation or estimation
  - Requiring reading the test aloud for vocabulary and reading comprehension
- Braille version of test is treated as nonstandard
- Students who complete subtests using nonstandard accommodations must also be assessed in this same content area with the Alternate Assessment Scale

See chart in *Guide* p 6

Alternate Assessment Scale - 2004

- Alternate approach to gathering student performance information, intended for small % of students who are unable to take The Iowa Tests, even with accommodations

- Reminder: Students who complete subtests using nonstandard accommodations must also be assessed in this same content area with the Alternate Assessment Scale

See chart in *Guide* p 6

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Determining Options for LEP (ELL) Students - 2004

Base accommodations for LEP students on

- The individual needs of the student
- Determined by classroom performance

American Indian LEP students in Montana often. . .

- Lack proficiency in English and their native language
- Are not active speakers of their native language
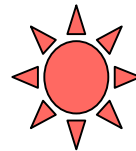
Calculators - 2004

- Not allowed unless specified in a current IEP
  - It is a standard accommodation if it is **not used in the computation section of the test**
  - It is a non standard accommodation **if it is used for the computation section of the test.** If non-standard, alternate assessment is required.

- Special education teacher will have the information and should notify the classroom administrator well ahead of time

- Ignore the directions for calculator use in the publication from Riverside, "Directions for Administration" and **do not bubble the "Y" or "N" circles on any math portion of the answer document**

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General Procedures - 2004

- Prior to Test Administration
  - Inventory
  - Prepare

- Administer the test
  - Student identification information

- After the test
  - Special coding
  - **Check answer documents**
  - Identification sheets
  - Packaging
  - Returning materials to Riverside
  - Storing materials

- Upon receiving reports
  - Report verification form

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Packaging/Shipping for Receipt/ Scoring Riverside - 2004

- Refer to the diagram in the "Guide"

- County superintendents who are test coordinators for more than one system must complete an OSS for each system and mail each system in a separate container.

- If your system has tested any grades other than 4, 8, and 11, you must complete the OSS provided in the trailer package for the off-grades and return it separately with the materials to be scored.

- On-grade and off-grade materials may all be shipped at the same time via the state-issued ARS labels, but they must be in separate shipping containers.

Upon Receipt of the Reports
Report Verification Form – 2004

- Report Verification
  - Will be provided by Riverside and returned to Riverside
    - Test coordinators will receive with test results
    - Test coordinators will return within ten working days

Coding by Students- 2004

- Student Information Box
  - Name
  - Date of Birth
  - Gender
  - Test Form – A
- Student ID Number—optional
- Grade 11 students—vocational education concentrator

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Coding by School Personnel - 2004 (after student has completed the test)

- Absent
  - Test Administrator Use Only, column A
- An answer document is needed for every student enrolled, including those students who are absent for the entire test
- Students who are **absent for the entire set of tests** need to have a fully coded answer sheet submitted for them.
- If students are absent for PART of the test but are present and take any of the test, DO NOT CODE AS ABSENT.
  - Students will receive scores for the part of the test they took
- Please make arrangements for makeup tests.

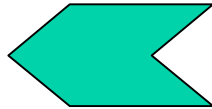*Guide* p 23

Coding by School Personnel - 2004 (after student has completed the test)

Race/Ethnicity

- OPI recommends that test administrators complete this after testing so that it agrees with system records

- Mark only one

  > 1 = American Indian or Alaska Native
  >
  > 2 = Asian
  >
  > 3 = Black or African American
  >
  > 4 = Hispanic
  >
  > 5 = Native Hawaiian or Other Pacific Islander
  >
  > 6 = White

- Do not use other

Coding by School Personnel - 2004 (after student has completed the test)

- Alternate assessment scores

- Partial alternate assessment participation

- Exclusions from calculations
  - Braille
  - Alternate assessment in all subjects
  - High school foreign exchange student
  - Students not enrolled in an accredited Montana school

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Coding by School Personnel - 2004
(after student has completed the test)

- Programs
  - SE
  - 504
  - F/RL
  - GT
  - ELL (LEP)
  - MG
  - TI L
  - TI M
  - Other 1
  - Other 2

Guide p 26-27

Limited English Proficiency (LEP/ELL) refers to...

(1) individuals who were not born in the US or whose native language is a language other than English;

(2) individuals who come from environment where a language other than English is dominant;

(3) individuals who are American Indian and Alaskan Natives who come from environments where a language other than English has had a significant impact on their level of language proficiency;

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Limited English Proficiency (cont'd)

AND

who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language.

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Migrant (MG) Refers to

1. A child who is, or whose parents, spouse, or guardian is, a migratory agricultural worker including a migratory dairy worker, or migratory fisher; AND

2. Who, in the preceding 36 months, accompanies such parent, spouse, or guardian on order to obtain temporary or seasonal employment in agricultural or fishing work has moved from one school system, to another.

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Migrant Cont'd

- Those schools where migrant children have been identified and certified for services during the regular school term-(specifically, those students for whom a completed Certificate of Eligibility is on file at the Office of Public Instruction Migrant Education Program), code as "migrant"--MG.

- If you have questions regarding migrant certification, please contact the MEP office at 1-800-580-0740

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Coding by School Personnel - 2004
(after student has completed the test)

Exclusions, Test Administrator Use Only

- Braille: Z0

- Alternate in all subjects: Z1

- Foreign exchange students: Z8

- Students not enrolled: Z9

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Free/Reduced Lunch Coding

Due to the confidential nature of this designation, the answer document must be coded by:

1. A system or school building test coordinator, OR

2. The local school system official who determines free and reduced price eligibility (I.e., school food official)

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Coding by School Personnel - 2004 (after student has completed the test)

- Partial alternate assessment
  - Office Use Only
  - Y for subject (s) in which alternate assessment scale was administered
    - Reading = 1 and/or 2
    - Language Arts = 3, 4, 5, and/or 6
    - Math = 7, 8, and/or 9
    - Social studies = 10
    - Science = 11

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Coding by School Personnel - 2004 (after student has completed the test)

Alternate Assessment Scores—partial and complete

- Test Administrator Use Only

- Columns G – K: Enter a score for each subject in which the alternate assessment was administered
  - G = Reading
  - H = Language Arts
  - I = Math
  - J = Social Studies
  - K = Science

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Answer Document

Planning Ahead

- **Plan for local training for**
  - School test coordinators
  - Classroom test administrators
  - Special education teachers
- **Plan for program coding**
  - After students have taken the test

Tips for Classroom Test Administrators

- Program coding is by school personnel only
  - After testing
  - By law, students should not see program coding
  - See the *Montana Guide* (pp 26-27) for guidelines on coding F/RL. School or system test coordinator should arrange for this, not the classroom test administrator.

- Race/ethnicity coding is different in 2004
  - Choose only one
  - Recommended that school personnel complete to agree with school records

One Final Reminder

- State reports follow all system reports
- Deadlines must be kept.

  – All answer documents **must** be picked up by **April 5**

- Thank you

Questions

- Email to Judy Snow

  – jsnow@state.mt.us

- Questions and answers will be posted on the assessment web site:

  – http://www.opi.state.mt.us/assessment/index.html

Break

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